

Acceptable Evidence for Extensions to Assessment Due Dates

This document is to be read in conjunction with the following procedures:

- [Assessment Procedure - Academic Pathway Programs](#) (*under review*)
- [Assessment procedure - Bridging English](#)

MEDICAL CERTIFICATES

Onshore enrolment: If you are enrolled in an onshore program, your medical certificate must be issued by a registered Australian health practitioner.

Offshore enrolment: If you are enrolled in an offshore program or are studying offshore as part of your program requirements, you may submit an international medical certificate. This documentation must be completed in English or have a certified English translation.

Reason	Description	Acceptable supporting evidence	Unacceptable supporting evidence
Discretionary¹	If you are applying for a discretionary extension, you are not required to provide any supporting evidence for the request.	This application type does not require supporting evidence.	Not applicable.
Medical grounds	A registered Australian medical practitioner must assess your condition and provide a signed medical certificate. The medical practitioner must be independent – they cannot be a near relative (e.g. a spouse, partner, child, brother, sister, or parent) or a close	A signed medical certificate from a registered medical practitioner, a registered nurse, or registered pharmacist*. If you obtain a certificate after the assessment's submission due date, your doctor must explain how the nature of your condition made it impossible, or	A medical certificate for an elective or non-critical medical appointment (e.g. optical, dental).

¹ Does not apply to Bridging English.
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	associate (e.g. a close friend, neighbour, or partner or child of a colleague). The doctor's written assessment of your condition must state how it affected your capacity to submit the assessment by the due date. You must obtain a medical certificate on or before the assessment's submission due date.	unsafe, for you to have obtained a medical certificate sooner. The medical certificate must: • be written on official medical centre letterhead, • include a provider number and stamp, • be free of handwritten amendments, and • specify relevant dates. Note: a medical certificate provided by a registered pharmacist can only be dated from the date you present to the pharmacist for a consultation.	
Chronic medical condition	If you have a disability or a chronic medical condition (including a mental health condition), you are encouraged to meet with a Student Welfare Adviser	An approved Equity Access Plan (EAP) that clearly states the provision for extensions to assessment due dates. A statement from a counsellor, psychologist or psychiatrist that confirms how your circumstances affected your ability to meet the due date for the assessment.	
Working with a Student Welfare Adviser	If you are working with a Student Welfare Adviser, you may be eligible to apply for extension on these grounds. This may be due to disability, a chronic medical condition, or other personal circumstances which impact your college studies.	An approved Equity Access Plan (EAP) that clearly states the provision for extensions to assessment due dates. If the extension duration requested is longer than 7 days or if it is not your first extension request for the assessment, you may be required to provide	

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	If you are requesting an extension of less than 7 calendar days, you may not be required to supply evidence to support this request.	additional evidence to support your request. This evidence should align with the nature of your circumstances. Please refer to other reason categories within this document for appropriate supporting evidence examples (e.g., in the case of extended medical issues, refer to the medical grounds category).	
Compassionate grounds	- Sudden serious illness of a family member, - Recent death of a family member or close friend, - Traumatic events or misadventure, or - Being the victim of a crime.	Death certificate, funeral notice, or statutory declaration. If the relationship between you and the deceased is not immediately clear (e.g., you have different surnames), please also provide a statutory declaration. A police report or statement from a relevant authority, or a letter from a professional to whom you disclosed the trauma, misadventure or crime. If you didn't report the trauma or crime, we will accept a statement from a counsellor, or a group such as UQ's Sexual Misconduct Support Unit. A statement from a medical practitioner that includes the medical status of the patient, the patient's relationship to you, and relevant dates. If you are a carer, the medical certificate must state the period that you are required to provide care for the patient.	
Academic commitments	If you have academic commitments directly related to your enrolment and studies such as a field trip and they	A confirmation letter from a relevant staff member. The letter must detail the	The following are not considered grounds for an extension:

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	conflict with the due date for an assessment, you are eligible to apply for an extension. Applications are considered on a case-by-case basis.	nature of the academic commitment and how it will benefit your studies.	- events of a purely social nature, or - events of minor benefit.
Defence Forces or Emergency Services	If you're a reservist member of the defence forces or an emergency services member or volunteer (e.g. SES, Rural Fire Service) and you are required to render any service, including training, you are eligible to apply for an extension.	A letter or statement on official letterhead, signed by an authorised officer of the relevant organisation. The letter must detail your role within the service, and the start and finish dates of training or activity.	
Jury Duty	If you have received a jury summons that clashes with assessment due dates, you are eligible to apply for an extension.	A copy of the jury summons. The summons must include the start and finish dates of the jury duty.	
Elite Athlete – Sporting event	If you are an elite athlete representing Australia – or an Australian state or territory – you may be eligible to apply for an extension. The extension request must be related to a specific sporting event or activity.	A letter written on state, national or international sporting letterhead. The letter must confirm the specific event and dates of the sporting event or activity. The letter must also describe the nature of your sporting commitment (e.g. training, travel etc.) and explain how it affects your ability to submit the assessment on time.	The following are not considered grounds for an extension: - sporting events that aren't at a state, national or international level, and - additional holiday time before or after elite sporting commitments.
Elite Performer	If you're working at the highest levels as an artist or performer, you may be eligible to apply for an extension. You must have a specific and significant commitment to a recognised state, national or international cultural or artistic event. These events might include members of:	A letter on an official letterhead that confirms the dates of the event. The letter must confirm the nature of your commitment to the event and explain why you can't submit the assessment on time.	The following are not considered grounds for an extension: - amateur or community theatre performances, or local artistic or cultural events, and - attending performances or cultural activities.

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	- Media, Entertainment and Arts Alliance - Ausdance or Australian Dance Theatre - Australian Chamber Orchestra - State symphony orchestras - Australian Youth Orchestra, or - Opera Australia. This list is not exhaustive. Performers or artists who are working at similarly high levels are eligible to apply.		
Significant family or social commitments	Attending a wedding as a guest is not considered an acceptable reason for an extension. However, if you are an important member of a wedding party (e.g. bridesmaid, groomsman, or equivalent) or if the event is a significant and important family occasion, you may be eligible to apply for an extension.	A copy of the wedding invitation must be provided. The invitation must clearly show that you are invited to the wedding and that you are a member of the wedding party.	These are not considered grounds for an extension: - being invited to attend a wedding as a guest, - pre-booked flights to return home, - pre-arranged holidays or other travel / accommodation, - additional holiday time before or after a wedding, or - reasonably anticipated or ordinary family commitments.
Unavoidable work commitments	We expect students to tell their employers about their study commitments at the beginning of each semester, course or study period.	A letter on company letterhead from your employer. The letter must confirm the existence of unforeseen and extraordinary work commitments. The letter must detail the date when you were	Emails from a colleague about work are not accepted as supporting evidence. A statement from you without supporting evidence from your employer.

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	Employment-related reasons are not usually accepted as exceptional circumstances. However, we will consider your application if you have been directed to undertake unusual or extraordinary duties that were beyond your control and affected your ability to submit an assessment on time.	first notified of the unforeseen or extraordinary work commitments, why they were unexpected, and how they affected your ability to submit the assessment on time.	These are not usually considered grounds for an extension: • irregular casual work, • increased ordinary work commitments, • financial problems, • conference attendance, • ordinary demands of employment, or • increased work or pressures because of promotion.